

Meeting Minutes - Woking Rugby Football Club

Location: Zoom
Date: 22nd June 2020
Time Opened: 20:00
Time Closed: 22:22



Attendance

Jon Hursthouse (JH) - Chair	Rory Blundell (RBI) - Gen
Tom Smith (TS) - Hon Sec	Stanley Fisher (SF) - Pres
Shaun Gilbert (SG) - Tour Master	Marc McGiven (MMc) - Gen
Jon Dickie (JD) - Gen	Andy Jones (AJ) - Gen
Jim McGiven (JMc) - Club Cap	James Plowright (JP) - Head Coach
Jason Williams (JW) - Fix Sec	Richard Benn (RBe) - Webmaster
Callum Wogan (CW) - Team Sec	Mick O'Shea (MoS) - !st Team Cap
Matt Childs (MC) - Hon Tres	Alistair Hamilton Wilkes (AHW) - Memb Sec
Colin Pearce (CP) - Gen	Rhys Parker (RP) - Social Sec

Apologies

Matt Brennan (MB)

Agenda Items

1. Welcome by the nominated chairman
 - 1.1. Thanks to previous committee and new members for volunteering.
 - 1.2. Acknowledgement of current situation.
 - 1.3. Layout of Agenda priorities:

The meeting was conducted against an agenda circulated in advance of the meeting, and would focus on

 - 1.3.1. How the committee is to run this year
 - 1.3.2. Coaching
 - 1.3.3. Social
 - 1.3.4.
2. Apologies
3. Confirmation of Committee Chairman
 - 3.1. Section 14.2 of the constitution (The committee will appoint its own chair)
 - 3.2. SF puts forward his recommendation for Chair. Satisfied that the constitution has been fulfilled.
 - 3.3. JH confirmed as Chair

4. Confirmation of Minutes of previous Meeting
 - 4.1. Previous minutes (meeting 11/03/2020) confirmed
 - 4.2. AGM minutes still outstanding
5. Matters arising from the Minutes
 - 5.1. Presidents' Day - N/A due to COVID
 - 5.2. Discipline of club members
 - 5.2.1. JH proposes drawing a line under discipline items from last year
 - 5.2.1.1. JW and CP both keen that the item is not forgotten.
 - 5.2.1.2. JW, JMc and CP recommends conduct expectations should be reiterated to the club.
 - 5.2.1.3. JH reminded the committee that his candidacy statement was based on adopting a 'fresh start'. All agreed that all club members should be treated, and treat others, with respect. The RFU TREDs system (Teamwork, Respect, Enjoyment, Discipline, Sportsmanship) should be used as the basis for reiterating expectations around conduct of club members.
 - 5.3. Safeguarding (see item 6)
 - 5.4. Training at the leisure centre - suspended due to COVID. (see training section 9.1)
 - 5.5. End of season social - abandoned due to COVID
 - 5.6. Byfleet Parish day - abandoned due to COVID
 - 5.7. Payment of players - AHW describes the declaration. **(Action 6-1)**.
 - 5.8. Surrey clubs meeting - abandoned due to COVID
 - 5.9. Party in the Park - abandoned due to COVID
 - 5.10. Natwest Rugby Force - abandoned due to COVID
6. Safeguarding
 - 6.1. No present issues due to COVID
 - 6.2. Safeguarding officer to be appointed - Post Meeting Note - Mick O'Shea has been appointed Safeguarding Officer.
7. Reports
 - 7.1. President's Report

- 7.1.1. Tribute to Richard Grady.
- 7.1.2. Thanks to new members and old returnees to the committee
- 7.1.3. full support for new chair and committee from SF and Andy Burell (previous chair)
- 7.1.4. Let Surrey RFU know who the new committee are **(Action 6-2)**
- 7.1.5. Let Woking News & Mail (WN&M) know we are in business **(Action 6-3)**
- 7.1.6. Impressed by the numbers at the meeting, Lets see the same at the mid season point.

Comments

- JMc wants to thank the previous committee for their hard work over the previous year.

7.2. Treasurer's report

7.2.1. No accounts distributed

7.2.1.1. Year end 2019 (May) accounts completed

7.2.1.2. Submitted to RFU.

7.2.2. Highlights

7.2.2.1. balance just under 40k

7.2.2.2. outstanding expenses £120

7.2.2.3. bills from Freedom leisure £2,936 (in dispute - £498 unused pitches)

7.2.2.3.1. Lessons going forward cancelled training should notify JW

7.2.2.3.2. if home match is cancelled after 4pm Thursday WRFC is still liable for pitch fee.

7.2.2.3.3. For training 24hrs notice is sufficient.

7.2.2.4. Camphill Membership

7.2.2.4.1. yet to pay c.£1,000

7.2.2.5. Reconcile pitch cancellations with Freedom Leisure. **(Action 6-4)**

7.2.2.6. 6-5. Provide numbers around membership numbers and subs **(Action 6-4)**.

7.2.2.7. 6-6. Compile accounts for next meeting **(Action 6-6)**

Comments

- SF requests a view on the current financial position of the club

- SG will provide sponsorship details to MC.
- CP asks “how confident are we that Camphill will reopen?”
 - JMc we should be pretty confident due to rent suspension.
 - AHW - Camphill AGM will not have happened.
 - AJ thinks that Camphill in a better state than most.

8. General Business

8.1. How the committee will operate - JH

- 8.1.1. Collective cabinet responsibility - the committee agreed that when a decision has been made, all committee members would support it and each other..
- 8.1.2. No surprises - air issues in the committee What's App group. Issues should not normally be raised in committee meetings in the first instance.
- 8.1.3. Openness and transparency - publishing of agendas and minutes.
- 8.1.4. Agile response to issues. Where the topic is straightforward and non-contentious, we do not have to wait for a committee meeting to make decisions. We can meet as often or as rarely as is necessary to effectively conduct the management of the Club.

8.2. Tools and techniques

- 8.2.1. collective to do list
- 8.2.2. standing items? prioritised agenda
- 8.2.3. risk register

8.3. Focus for the next meeting

- 8.3.1. Player recruitment and retention
- 8.3.2. Social media presence

Comments

- SG - Momentum is good, comms good
- CP - concerns over observers that they will get too involved. Introduction of items to committee process. JH noted that in accordance with the constitution, committee business must be proposed by the relevant committee member (ideally in advance of the meeting), and that only committee members could vote on committee business. Observers would be expected to bear this in mind.

- MMc - Agrees, keep numbers up for committee meetings
- JMc - Transparency is key - make sure that JMc and MoS keep comms between players/members and committee
- MoS - Big fan of using tech to make decisions quickly.
- RBI - questions on access to docs - TS point of contact
- JW - had about 4 visitors in 12 years to committee meetings. Let's keep up the enthusiasm, as sometimes it's left to the same 4 or 5 to do everything.
- RP - do we want to set aims and objectives as a committee? - JH - Officers should set their own objectives to propose to the committee, which can then be challenged and/ or scrutinised as necessary - e.g. Coaching and Social plans on the agenda for this meeting..
- AJ - Make members of committee members visible through website..
 - Praise for JH's professionalism. JH sheds a tear.
 - Be wary of taking on too much
 - Risk in playing membership numbers
- RBe - To do lists, online options.

9. Projects

9.1. Return to Rugby - JP

9.1.1. Rugby Road map

- 9.1.1.1. Current status in the road map is B - train up to 6 at distance.
- 9.1.1.2. Can not endorse any peripheral training until we reach level C
- 9.1.1.3. Normal training under level E

9.1.2. Risk assessment for training to be delivered by JP. JH requested that a copy of the risk assessment be filed with the Hon. Sec. **(Action 6-7)**

9.1.3. Fixtures

- 9.1.3.1. First official game provisionally scheduled for 26th Sept
- 9.1.3.2. 12th and 19th Sept friendlies
- 9.1.3.3. Training will begin 4 weeks before first friendly.
- 9.1.3.4. 6 weeks till first comp match.

9.1.4. Pre-Season training

- 9.1.4.1. Begins 18th Aug
- 9.1.4.2. A number of players are conducting their own Physical training, which is broadly encouraged where in compliance with the Government's Covid advice. The resumption of training delivered by Woking RFC will not occur until Level C is reached..

9.1.5. Training Structure

- 9.1.5.1. 2 hours. 1st hour skills 2nd tactical.
- 9.1.5.2. Tuesdays only

9.1.6. Expenditure

9.1.6.1. Floodlights - no additional expenditure was agreed at this meeting.

9.1.6.2. Trolleys for equipment.- Approved SG to fund.

9.1.7. Mark Godwin

9.1.7.1. He offers remedial and recovery phys, which was appreciated by the players. JP intends to retain these services while the new coaching arrangements are being implemented, to be reviewed 6 months after resuming training (Action 6-8).

Comments

- AWH raised that he has a doc drawn up by a lawyer concerning training under COVID.
- RP - Wanted clarification of JP's credentials.
 - Level 2 RFU coaching, on way to level 3
 - S&C PT instructor to RM PT Instructors & Army PT Instructors
- CW - With reducing to 1 training session a week (which CW agrees with) does that devalue the product we provide as WRFC? JH suggested the 'value proposition' was an important element of player retention, and asked all to consider further to inform the discussion at the next meeting.
- JMc - Mark Goodwin - offers one to one recovery service. MOS confirms
- CP - would prefer a physio.
- SG and AJ able to help in supply of COVID consumables to facilitate training if needed
- JW - do we have the income to justify a paid member of coaching staff (see also Action 6-8).

9.2. Social

9.2.1. RP presented his plan.

<https://drive.google.com/file/d/1Xdm6R4e9xGheLHRZUqum5nA87BQbevOO/view?usp=sharing>

Comments

- SF wants to make sure provisions are in place if there is no return to rugby soon.
 - Local media
 - Use institutional knowledge
- JP options for first preseason games
 - public transport away trip.
- JMc offers advice, what has worked in the past. Paula McGiven has previously been social secretary and may be willing to assist with end of season prep.
- CP suggested including Dinner dance tickets in membership fee - JH suggested this be considered in 'Player retention' at the next meeting. All asked to consider.
- JW be mindful that things may not improve quickly due to COVID and to have contingency.

10. AOB

10.1. JW- 1st XV Entry to Surrey 4 - Surrey Cup 1st XV

10.1.1. CP - Entry of Merit Cup 2s - all passed

11. Meeting Closed 22:22

11.1. Next meeting will be proposed via Doodle.

Action Items

6-1. Payment of players declaration. Confirm it's been completed. - TS

6-2. Let Surrey RFU know who the new committee are - TS

6-3. Let Woking News & Mail (WN&M) know we are in business - MMc

6-4. Reconcile pitch cancellations with Freedom Leisure. - MC and JW

6-5. Provide numbers around membership numbers and subs - MC and AHW.

6-6. Compile accounts for next meeting - MC

6-7 Risk assessment for training to be delivered to TS - JP

6-8. Review of Mark Godwin Value for money. Meeting committee expectations - item for 6 months time